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| **APPLICATION FORM: CSL APPROVAL APPLICATION FORM** |

Please complete the application form below for each course/programme/activity you wish CSL to consider for approval. It is recommended that you refer to the supporting advice given in the handbook for providers before completing the form. If you would like any additional advice prior to completing this application, please contact Geraldine ([office@cslireland.ie](mailto:office@cslireland.ie)) or by phone (065-6845510) who will be pleased to assist. In completing the form, providers should seek to be as concise as possible. To that end, they should avoid duplication. Where similar information is relevant under a number of headings, it should be included only once and cross-referenced as appropriate.

**Please note: Each application should be completed using the Calibri font and text size 12, and all applications should include:**

1. Application Form - Appendix 1
2. Promotional Materials
3. Module Descriptors
4. Sample Course Handouts
5. Samples of Recent Evaluations
6. Additional Information sought by CSL (where requested)
7. Form 1 (Delivery Team and Programme Director(s)

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| Section A: Contact, Organisational and Programme Details |

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| Contact Information |

In this section please provide contact details and a brief overview of your company/organisation.

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| Programme / Activity Director(s): |  |

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| **Name of Organisation:** |  |

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| **Role in Organisation:** |  |

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| Address: |  |
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| E Mail Address: |  |

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| **Telephone Number:** |  |

**\*Please fill out the form in Appendix 2 for the Programme Director(s).**

**Outline information on the organisation (No more than 300 words):**

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| 1. **Programme Details** | |
| In the following section, please provide detailed information on your programme/activity. | |

**Title of the programme/activity:**

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**Duration of programme/activity:**

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**Please specify the target audience. More than one box may be ticked if appropriate:**

Teacher Leaders

Middle Leaders

Aspiring Leaders

Newly Appointed Leaders

Established Leaders

System Leaders

**A brief description of the history of the programme (if applicable):**

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**Proposed participant numbers:**

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**Where applicable, please indicate if the programme/activity is included in the QQI Framework or if there are plans to include it in the framework:**

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**Please indicate how this programme is advertised and promoted among the target audience:**

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**Please indicate if the provider has the capacity to deliver the programme through the medium of Irish:**

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| Section B: CSL Framework for Approval |

This section refers to the CSL Framework for Approval. The questions are directed at each of the five areas in the framework.

* 1. **Objectives of the Programme**

Objectives should indicate the knowledge, skills and enhanced leadership capacities that participants are expected to achieve from the programme /activity.

What are the objectives of the programme?

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* 1. **Content and Design of the Programme**

**2.1 In filling in this section, please indicate the following:**

* How is the programme designed and structured to ensure it achieves its objectives?
* Core components of programme/activity e.g. themes, topics

*(Note: Descriptors for each module of the programme and some sample course handouts should accompany this application)*

* Please indicate the areas of study which are mandatory for all participants and those which are optional
* Please indicate, where applicable, if participants will have opportunities to avail of coaching/mentoring
* Please indicate how the use of ICT is embedded in the design of the programme

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**2.2 Quality Framework for Schools**

How does the programme/activity align to the Quality Framework for Schools (Leadership and Management)?

Please take each standard in the framework and map the programme to these standards:

* Leading Teaching and Learning
* Managing the Organisation
* Leading School Development
* Developing Leadership Capacity

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**2.3 Meeting National Priorities**

In this section, please explain where and how the programme/activity addresses specific aspects of key areas of national priorities within the context of professional learning and leadership. Examples of these priorities are outlined in the handbook.

How will this programme/activity meet national priorities? (where applicable)

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* 1. **Delivery and Approaches to Teaching, Learning and Assessment**

**3.1 Delivery – in this section please complete the following:**

In filling in this section, please indicate the following:

* What are the modes of delivery for this programme and where will this programme be delivered?
* Please include here any online forms of learning and provision for independent study
* Please indicate how the knowledge and skills of the delivery team are maintained and developed
* Partner input (where relevant)
* Experience and expertise of provider delivery team *(Please fill in Form 1 in Appendix 2 for each member of the delivery team and attach it to the application)*

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**3.2 Approaches to Learning and Teaching**

In this section you are asked to show how the programme/activity will provide opportunities for the participants to achieve the following:

* To engage in reflective practice
* To engage in professional learning communities
* To develop their own ideas, to challenge assumptions and to deepen their understanding of practice
* To demonstrate and reflect on effective leadership practices in their schools

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**3.3 Approaches to Assessment**

Please describe the modes of assessment used in the programme and the frequency of these assessments.

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* 1. **The Programme Outcomes**

In this section please provide the Programme Outcomes

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**5. Impact of the Programme**

This section asks you to provide information which gives evidence about the impact of the programme/activity you are currently running. An explanation of the evidence required is outlined in the accompanying information issued along with this application form. It would be helpful to identify how participant feedback has informed or enhanced the learning opportunity. If providing a new programme, describe the intended impact of any new professional learning opportunities being proposed.

* Evidence of impact from evaluations:

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| |  | | --- | | Section C – Evaluation of Programme | | For programmes which are currently running, providers are asked to describe their evaluation process.  What are the mechanisms for internal or external evaluation of the programme? (Including internal evaluation, evaluation by the Inspectorate of the Department of Education and Skills, evaluation by participants, former participants’ self-evaluation reviews, destination studies, etc.)  *Copies of the three most recent evaluations from participants and from the delivery team should accompany this form.*  **For new programmes/activities: Providers are asked to describe their intended evaluation process**   |  | | --- | |  | | |

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| Section D: Additional Information required by CSL |

(Refer to accompanying request for additional information, where applicable)

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| **Section E: Additional Information from the Provider (Optional)** |

**(Please enter information below)**

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| Declaration |

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| Statement to be signed by the Programme Director(s)  Please complete the following declaration and sign it in the appropriate place below.  **I confirm that all the information given on this form is correct and accurate.** |

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| **Signed:** |  |

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| **Date:** |  |

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